



MECHANISM FOR BLACKLISTING OF VENDORS / CONTRACTORS

- 1) A three (03) member committee (the Committee) of Pakistan Revenue Automation (Private) Limited (PRAL) comprising of the following members shall take-up and decide all matters related to blacklisting/debarment of vendors and contractors:
 - a) Chief Executive Officer, PRAL Chairman;
 - b) Chief Manager Quality Assurance, PRAL Member; and
 - c) Procurement Specialist, PRAL Member/Secretary to the Committee.
- 2) The Committee may on information received from any source direct issuance of show cause notice to a bidder, vendor or contractor of PRAL.
- 3) The show cause notice shall contain precise allegation(s) against the bidder/contractor/vendor and maximum period of debarment of bidder/contractor/vendor from participating in any public procurement of PRAL.
- 4) The bidder/contractor/vendor shall be given maximum of seven days to submit the written reply of the show cause notice.
- 5) In case the bidder/contractor/vendor fails to submit written reply within the requisite time, the Committee may direct to issue notice of personal hearing to the bidder/contractor/vendor / authorized representative of bidder/contractor/vendor and the Committee shall decide the matter on the basis of available record and personal hearing, if availed.
- 6) In case the bidder/contractor/vendor submits written reply, the Committee may decide to file the matter or direct issuance of a notice to the bidder/contractor/vendor for personal hearing.
- 7) The bidder/contractor/vendor shall be given maximum of seven days for appearance before the Committee for hearing in person.
- 8) The Committee shall decide the matter on the basis of available record and personal hearing of the bidder/contractor/vendor, if availed.
- 9) The Committee shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, period of personal hearing shall be reckoned from the last date of personal hearing.
- 10) The order of Committee shall be communicated to the bidder/contractor/vendor.
- 11) An effort shall be made for electronic communication of the notices and other documents pursuant to this mechanism and manner of the blacklisting/debarment of the bidder/contractor/vendor.

This is issued with the approval of the Competent Authority.

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